

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314-1000

CECW-PL

Regulation
No. 1-2-2

1 July 1991

Administration
WATER RESOURCES POLICIES AND AUTHORITIES
SUBSTANTIVE CONGRESSIONAL CONTACTS
(RCS: CECW-P-21)

1. Purpose. The purpose of this regulation is to prescribe requirements and give instructions for coordinating and reporting substantive Congressional contacts and other Federal agency contacts at the Washington, D.C. level.
2. Applicability. This regulation applies to all major subordinate commands and districts having Civil Works responsibilities.
3. Background. The Assistant Secretary of the Army (Civil Works) requires a weekly report of USACE contacts with members of Congress and Washington, D.C. officials of other Federal agencies. These reports provide "advance" information on Congressional and Executive Branch reaction to Corps policy and performance which, in turn, is used to respond to inquiries received by the Assistant Secretary of the Army.
4. Reporting Criteria. The provisions of this regulation apply to verbal and written communications with members of Congress, including committee and Subcommittee and personal staffs, regarding current and proposed Civil Works missions, resources, projects, studies, programs and regulatory actions. In general, a contact should be reported when the subject is sensitive or controversial, when the subject involves a policy matter or budget/funding levels or when referral of the subject to the Assistant Secretary of the Army is likely. The provisions of this regulation also pertain to communications with Washington, D.C. level officials of other Federal agencies.
5. Procedures. All affected USACE Commands are to compile correspondence and records of meetings and telephone conversations falling within the scope of this regulation and by noon Wednesday of each week, forward these materials to the Assistant Director of Civil Works designated in paragraph 8. Use of facsimile instead of mail is permitted, as long as the information transmitted is readable and on time.

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6. Exemptions. The weekly report should not include correspondence and records of meetings and telephone conversations dealing exclusively with:

- a. Construction contract or land acquisition status.
- b. Personnel matters relating to Corps members or job applicants.

7. Report Format. For meetings and telephone conversations, the reports should contain information on who initiated the contact, the date, parties involved and the subjects discussed. For written communications, you should provide a copy of outgoing letters together with any associated incoming correspondence. Report control symbol is RCS: CECW-P-21.

8. HODA Review. Weekly submittals (mail or facsimile) are to be addressed as follows:

<u>MAJOR SUBORDINATE COMMAND</u>	<u>HQS USACE OFFICE</u>
SAD/NAD/NED/ORD	CECW-ZE
LMVD/SWD/NCD	CECW-ZM
NPD/SPD/POD/MRD	CECW-ZW

9. Congressional Visits. When coming to Washington for Congressional visits, Commanders, or their representative, will schedule a pre-visit with the Assistant Secretary of the Army (Civil Works) and the Director of Civil Works or designee (normally the Executive Director or the Assistant Director of Civil Works for your geographical area). In addition, it is requested that each Commander, in scheduling the pre-visits, telephone the Executive Director of Civil Works to determine if a visit to the Office of the Chief of Legislative Liaison for the Secretary of the Army, Investigation and Legislative Division is appropriate. A pre-visit to that office may be necessary if the Congressional Member has Army interests in addition to the Civil Works interest. After Congressional visits, Commanders will call the Directorate of Civil Works, the Assistant Secretary of the Army for Civil Works and the Office of the Chief of Legislative Liaison, Secretary of the Army (matters of Army interest only) if new information of obvious interest results. Commanders will provide a written record of the Congressional visit to the office of the Assistant Secretary of the Army (Civil Works) and to the office of the Director of Civil Works.

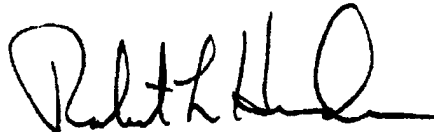
10. Other Contacts. Prior to contact with Washington, D.C. level officials of other Federal Agencies, Commanders (or their designee) will notify the Director of Civil Works or designee (normally the Executive Director or the Assistant Director of

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Civil Works for their geographical area) and the Assistant Secretary of the Army (Civil Works) and discuss the issues.

11. Requests for Hearings. The weekly report will not be used to report on requests to participate in Congressional hearings. All requests to appear and testify at or to submit testimony for the record of a hearing of a Committee or Subcommittee of the House of Representatives or the Senate will be referred upon receipt to Directorate of Civil Works, Policy and Planning Division, Legislative Initiatives Branch, CECW-PL, telephone 202-272-0117.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read 'R. L. Herndon', with a stylized, flowing script.

ROBERT L. HERNDON
Colonel, Corps of Engineers
Chief of Staff

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